

A		K	L	M	N
2	Flowering Abundantly, Ltd.				
3	Combined Sales YTD				
4					
5		Oct	Nov	Dec	YTD
6	Revenue:				
7	Greenery Sales	167,890	169,388	285,693	4,279,995
8	Fertilizer Sales	126,488	39,065	21,164	2,383,984
9	Earth Sales	120,069	34,107	15,676	879,163
10	Sub-Total	414,447	242,560	322,533	7,543,142
11					
12	Cost of Sales:				
13	Wholesaler Purchases	140,912	82,470	109,661	2,564,668
14	Sales Tax	45,589	26,682	35,479	829,746
15	Sub-Total	186,501	109,152	145,140	3,394,414
16					
17	Total Revenue:	227,946	133,408	177,393	4,148,728
18					
19	Expenses:				

Sheet containing combined data for all branches.

Figure 227: Combining data from several sheets into a single sheet

The sheets have been set up with identical structures. The easiest way to do this is to open a new spreadsheet, set up the first branch sheet, input data, format cells, and prepare the formulas for the various sums of rows and columns. After that, create copies from the first sheet as following:

- 1) On the sheet tab, right-click and select **Rename Sheet**. Type *Branch1*. Right-click on the tab again and select **Move or Copy Sheet**.
- 2) In the Move/Copy Sheet dialog (Figure 228), select the **Copy** option (automatically selected if there is only one sheet in the spreadsheet) and select **-move to end position-** in the *Insert before* area. Change the entry in *New name* to *Branch2*. Click **OK**. Repeat to produce the Branch3 and Combined sheets.

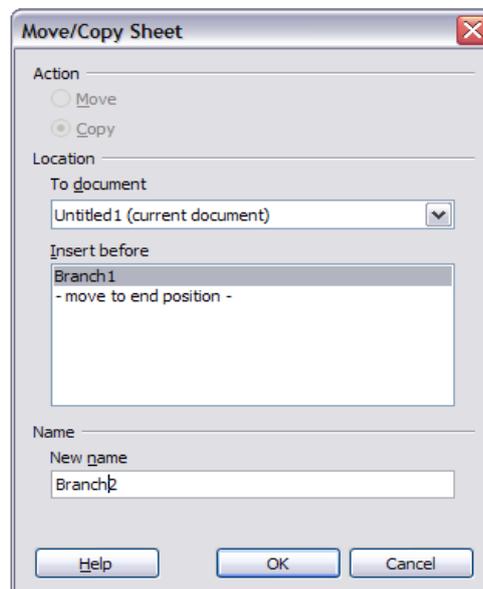


Figure 228: Copying a sheet

- 3) Enter the data for Branch 2 and Branch 3 into the respective sheets. Each sheet stands alone and reports the results for the individual branches.
- 4) In the Combined sheet, click on cell K7. Type =, click on the tab Branch1, click on cell K7, press +, repeat for sheets Branch2 and Branch3, and press *Enter*. You now have a formula in cell K7 which adds the revenue from greenery sales for the three branches.